

State of Utah Department of Public Safety APPLICATION FOR CONCEALED FIREARM INSTRUCTOR RENEWAL

INSTRUCTIONS

A complete criminal background check will be conducted on all applicants. (Instructors must be of good character as defined in section 53-5-704 UCA and must be eligible to possess firearms under state and federal law.)

FEES: Fees are non-refundable

Instructor Application is \$50.00. An instructor's certification is valid for three years from the date of issue. Renewal Application is \$25.00. Renewal certification is valid for three years from date of issue.

Include \$7.50 late fee with the renewal if the license has been expired for more than 30 days.

Each applicant for certification or renewal as a Utah Concealed Carry Instructor <u>MUST</u> attend a course of instruction provided by the Bureau of Criminal Identification and pass a certification test before certification or renewal can be issued. The required course will be provided at least twice yearly, it is the applicant's responsibility to make all necessary arrangements to attend.

WHAT MUST ACCOMPANY THE APPLICATION

Attach a copy of any firearms certification you currently hold, which must include:

- Utah Concealed Carry Instructor Course Certificate and one other certificate listed below
- N.R.A. Firearms Instructor Certificate
- P.O.S.T. Firearms Instructor Certificate
- Equivalent Instructor Certificate If you are not certified through N.R.A. or P.O.S.T., but you have equivalent training and certification, submit a copy of the course outline that qualifies you to be an instructor, (must be approved by BCI).
- Attach a signed copy of our minimum training guidelines, if you wish to expand your course please provide a copy of your course curriculum.
- One passport quality photo. Name must be written on the back of the photo.
- A photocopy of your driver license or state identification card.
- Attach a summary of your qualifications and past experience as a firearms instructor.

INSTRUCTOR RESPONSIBILITES

- Instructors must provide each student who attends their course with a copy of the approved course outline.
- Each instructor will be required to provide a signed certificate of completion to a person completing the offered course of instruction. The certificate of completion requires a stamp of the certified instructors "official seal" (only a seal design provided by the State of Utah will be accepted). A copy of the seal design will be provided by BCI, however it is the instructor's responsibility to obtain the seal.
- A new seal will be required each time certification is renewed to reflect the new expiration date.
- Every concealed firearm permit applicant must receive instruction in the areas outlined by Section 53-5-704(8) of the "Concealed Weapons Act" as set forth in the Bureau's training guidelines.
- Instructors MUST supply a valid phone number and/or e-mail to be listed on the BCI website for customer contact. Contact information must be current at all times or instructor will be removed from listing.
- Instructor must notify BCI of any address change.



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Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.

Your application will *not* be processed unless this form is completely filled out and all applicable questions have been answered. Be sure to provide all supporting documents. Enclose the appropriate fee \$25.00 (include \$7.50 late fee if the license is more than 30 days expired) in the form of cash, check, money order or credit card made payable to "Utah Bureau of Criminal Identification". FEES ARE NON-REFUNDABLE.

Name		Date of Birth	Pl:	ace of Birth		
(Last) (First)	(Middle)					
Previously used Name(s) (Maiden, etc.)		Soc	Social Security Number			
Address						
(Street)	(City)	(Cor	inty) (State)	(Zip)		
Mailing Address (if different from stree	t address)					
Home Phone#	Work Phone #	Driver Lic	#	ST		
HeightWeight						
What is your Citizenship? Alien Registration # Utah Instructor # Utah Instructor # ALL APPLICANTS: Please answer "Yes" or "No" to all questions below. A complete criminal background check will be						
conducted including expunged					ning	
your answer.	J	150 11 y ou diss ; (01 1 1 0 5	question, und	, or a construction of particular of particu	8	
	r been convicted of a crime of v					
	r been arrested for any offense i		e?			
	r been adjudicated mentally inc	competent?				
	r been convicted of a felony?	involving the use of alooh	o19			
	r been convicted of any offense r been convicted of the unlawfu					
	r been convicted of any offense			sev crimes etc.)		
	r been involved in <i>any incident</i>					
	ntly subject to a court sanctione		nawiui violence oi tinea	ts of unlawful violence:		
Instructors desiring to be listed on the B			r customer contact			

	EM.				_	
This information must be current at all times; notify BCI immediately if changed. Please check this box if you DO NOT want your name and number on our website.						
ALL APPLICANTS: Please read and sign the statement below. Your signature must be notarized to complete this form.						
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l, 1414 (CII)	, hereby ce	ertify that the statements contain	ned herein are true and corr	rect to the best of my knowledge. I	i	
understand that if I knowingly make any false statements herein, I am subject to the penalties prescribed by law. I do hereby authorize the release of any and all information in the possession of any individual, law enforcement agency, firm, partnership, and public or private corporation, necessary to determine the validity and appropriateness of my						
application. In so doing, I release, exonerate, and hold harmless, any such individual, law enforcement agency, firm, partnership, public or private corporation, the Utah						
Department of Public Safety, and the St						
Signature_	Dε	nte				
Subscribed and sworn to this						
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Notary Fublic						
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*Visa *MasterCard						
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Signature Phone Number						